

SUPPLEMENTAL JOB DESCRIPTION

Classification: Licensing & Evaluation Coordinator

Function Code: 5759-095

Position Title: Health Facilities Program Consultant - RN

Date Established: 08/27/02

Position Number: 14610

Date of Last Amendment: 6/9/06

SCOPE OF WORK: To perform professional assessment individually and as team-leader of a multi-disciplinary team in a wide range of health facilities utilizing specialized knowledge and skills in investigation, analysis, and evidentiary documentation, technical assistance, and evaluating compliance with applicable state and federal health and safety laws and regulations for the purpose of determining state licensure, Medicare, or Medicaid certification and to ensure public safety.

ACCOUNTABILITIES:

- Evaluates by way of on-site inspections of designated service areas, compliance with applicable state and federal laws, regulations and program initiatives/plans to meet health and safety standards.
- Analyzes and compiles inspection data and other sources of information to determine provider certification or corrective actions necessary to maintain certification.
- Prepares compliance and non-compliance reports for service providers based on collected evidence using principles of documentation for legal proceedings.
- Exercises professional demeanor and judgment in interpersonal relations with service providers, consumers, the general public and state and federal agencies.
- Provides consultation and technical assistance to public and private sector with regard to regulatory requirements and best practices within a designated program area.
- Reviews, approves or disapproves and monitors service providers' corrective action plans or develops directed action plans and provides on-site professional monitoring of the service providers' ongoing compliance with applicable state and federal laws and regulations
- Analyzes evidence and supporting data to substantiate enforcement remedies for regulatory noncompliance.
- Represents the Department at administrative hearings and courts cases, and testifies regarding the interpretation of federal and state regulations to support licensure or certification decisions.
- Investigates allegations of non-compliance to identify potential health hazards or substandard conditions.
- Travels statewide, some overnight, in order to meet mandated workload deadlines, and may travel out-of-state for survey activity and training purposes.
- Utilizes current department electronic data management and communication systems including but not limited to: LNotes, MS Office, Automated Surveying Processing Environment (ASPEN), and laptop computers.
- Assists in the orientation and training of new staff, reviews and checks their work, and assists in their performance evaluations.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in nursing or a health and human services field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in nursing. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification:

1. Current, New Hampshire Registered Nurse license.
2. New Hampshire driver's license and access to transportation with liability insurance coverage as required by state laws.
3. For Medicare/Medicaid Certification Program, must be able to successfully complete the Center for Medicare and Medicaid Service's (CMS) Surveyor Minimum Qualifications Test (SMQT), Modules A & B within six months of hire.

SPECIAL REQUIREMENTS:

1. For appointment consideration, applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.
2. Must be willing and able to attend out-of-state training sessions as assigned.

RECOMMENDED WORK TRAITS: Extensive knowledge of the principles, techniques, and practices in designated service delivery area. Thorough knowledge of established New Hampshire and federal regulations governing health and safety standards for designated service providers. Ability to supervise and coordinate investigations involving the application of professional theory and the interpretation of federal regulations and requirements. Ability to plan, develop, direct, and coordinate a variety of investigations and related projects. Ability to recognize environmental and service delivery conditions unsafe to the public, and to develop measures to correct those problems. Ability to communicate effectively in oral and written form. Knowledge of and ability to utilize program specific computer software and telecommunication devices. Ability to prepare reports and to prepare papers and lectures. Ability to establish and maintain effective communications and a professional working relationship with health care providers, other state agencies and public associations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #:

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Sheila Acheson, Program Specialist III, #14609

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved